

REQUIREMENTS FOR LICENSE - MOTOR VEHICLE DEALER or AUCTION

Access this form via website at: www.state.hi.us/dcca/pvl

Briefly, the steps to obtain a license are:

1. File application with fees and ALL supporting documents by applicant.
2. Preliminary review for proper filing by board.
3. Application and report reviewed by board.
4. Upon approval, a license is issued.

APPLICATION & SUPPORTING DOCUMENTS

APPLICATION

Complete the attached application form. Type or print legibly in dark ink. If applicant is a partnership, all partners must sign. Applicants are subject to requirements in effect at time of filing.

- **Failure to provide all the requested information will delay the processing of your application.**

SELF-INSPECTION REPORT

Applicant must attach a self-inspection report which includes description of the premises, together with site plans showing measurements of all facilities, including boundaries of the proposed premises. **INCLUDE SANITARY FACILITIES** on plans. (Do not submit blueprints.)

PHOTOGRAPHS

Submit photographs of premises including building's display areas and sanitation facilities.

RENTAL or LEASE AGREEMENT

ATTACH copy of lease or rental agreement for the site. The lease or rental agreement shall be for a minimum of one year.

LINE OF CREDIT

Obtain an inventory or flooring line of credit from a federally insured financial institution or from a financing source having a net worth of at least \$50 million and attach a copy of the financing statement (UCC-1) or security agreement filed at the Bureau of Conveyances, State of Hawaii Department of Land and Natural Resources, securing the line of credit.

New Vehicle Dealer\$500,000
or amount required in applicant's Dealer Sales and Service Agreement, whichever is less.
Used Vehicle Dealer\$ 50,000
Motorcycle-Scooter Dealer\$ 50,000

BOND

When an inventory or flooring line of credit cannot reasonably be obtained, the board may accept a surety bond for one of the following amounts:

- (1) \$200,000 for new vehicle dealers selling ten or more new motor vehicle units a month on an annual basis;
- (2) \$50,000 for new vehicle dealers selling less than ten new motor vehicle units per month on an annual basis;
- (3) \$100,000 for used motor vehicle dealers selling sixty or more motor vehicle units per month on an annual basis;
- (4) \$25,000 for used motor vehicle dealers selling less than sixty units a month on an annual basis; and
- (5) \$10,000 for motorcycle and motor scooter dealers.

FINANCIAL STATEMENT

ATTACH financial statement dated and certified as to accuracy by a public or certified public accountant. If applicant is an individual or partnership, attach personal financial statement(s) and one of the partnership.

FEES

Attach the appropriate fee. Make check payable to: COMMERCE & CONSUMER AFFAIRS.

If applying between July 1, even-numbered years and June 30, odd-numbered years, pay:

New Vehicle Dealer - Honolulu\$910
(Application - \$50*, License fee - \$375, CRF - \$110, 1/2 Renewal - \$375)

Used Vehicle Dealer & Motorcycle-Scooter – Honolulu\$460
(Application - \$50*, License fee - \$150, CRF - \$110, 1/2 Renewal - \$150)

New Vehicle Dealer – Islands\$535
(Application - \$50*, License fee - \$187.50, CRF - \$110, 1/2 Renewal - \$187.50)

FEES (Continued)

Used Vehicle Dealer & Motorcycle-Scooter – Islands.....	\$310
<i>(Application - \$50*, License fee - \$75, CRF - \$110, 1/2 Renewal - \$75)</i>	
Auction - All Counties	\$760
<i>(Application - \$50*, License fee - \$300, CRF - \$110, 1/2 Renewal - \$300)</i>	

If applying between July 1, odd-numbered years and June 30, even-numbered years, pay:

New Vehicle Dealer - Honolulu	\$480
<i>(Application - \$50*, License fee - \$375, CRF - \$55)</i>	
USED Vehicle Dealer & Motorcycle-Scooter - Honolulu	\$255
<i>(Application - \$50*, License fee - \$150, CRF - \$55)</i>	
New Vehicle Dealer - Islands	\$292.50
<i>(Application - \$50*, License fee - \$187.50, CRF - \$55)</i>	
Used Vehicle Dealer & Motorcycle-Scooter - Islands	\$180
<i>(Application - \$50*, License fee - \$75, CRF - \$55)</i>	
Auction - All Counties	\$405
<i>(Application - \$50*, License fee - \$300, CRF - \$55)</i>	

**Application fees are nonrefundable.*

Note: *One of the numerous legal requirements that you must meet in order for your new license to issue is the payment of fees as set forth in this application. You may be sent a license certificate before the check you sent us for your required fees clears your bank. If your check is returned to us unpaid, you will have failed to pay the required licensing fee and your license will not be valid, and you may **not** do business under that license. Also, a \$15.00 service fee will be charged for checks which are returned by the bank.*

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license has been denied.

**FRANCHISES
(NEW DEALER ONLY)**

ATTACH photocopies of the Dealer's Sales and Service Agreement from the manufacturer or distributor attesting that the applicant is authorized to sell or distribute such new motor vehicles in the respective county.

**ENTITY REGISTRATION
CORPORATION/
PARTNERSHIP/LLC OR
LLP APPLICANT**

If the application is for a corporation, partnership, LLC or LLP, we will require the following proof to show that the entity is properly registered with the Business Registration Division (BREG), Department of Commerce and Consumer Affairs, State of Hawaii, P.O. Box 40, Honolulu, HI 96810. Contact them at (808) 586-2727 or visit their website at: www.businessregistrations.com/home.html to order Certificates of Good Standing, forms, etc.

If the entity has been registered in this state for LESS THAN ONE (1) YEAR, ATTACH a "filed-stamped" copy of the document filed with BREG; or, the same certificate mentioned below.

If the entity has been registered in this state for MORE THAN ONE (1) YEAR, ATTACH a current "Certificate of Good Standing" or "Certificate of Qualification" issued not more than 1 year ago.

**REPAIR FACILITIES
(NEW DEALER ONLY)**

Repair dealers are required to be registered with the Motor Vehicle REPAIR Industry Board as a motor vehicle repair dealer in compliance with Chapter 437B, Hawaii Revised Statutes.

If you have no repair facilities of your own and will be having your work done by a reputable garage, ATTACH a certification letter from such garage.

SALESPERSON EMPLOYED	ATTACH a transfer form or salesperson's application with dealer's application. Not applicable to sole owner and partnership.
ADDRESS OF BOARD	Mail all required items to: <div style="display: flex; justify-content: space-between;"> <div> <i>Motor Vehicle Industry Licensing Board DCCA, PVL Licensing Branch P.O. Box 3469 Honolulu, HI 96801</i> </div> <div>or</div> <div> <i>Deliver to office location at: 1010 Richards St., 1st Floor Honolulu, HI 96813 Phone No. (808) 586-3000</i> </div> </div>

REQUIREMENTS FOR LICENSE - AUCTION

LINE OF CREDIT	Obtain a <u>secured line of credit</u> in the amount of \$100,000 from a federally insured financial institution or from a financing source having a net worth of at least \$50 million.
CUSTOMER TRUST ACCOUNT	Submit written statement from a federally insured financial institution verifying that the applicant has a <u>customer trust account</u> for the auction with that institution.
APPLICATION, FLOOR PLAN, LEASE OR RENTAL AGREEMENT, FINANCIAL STATEMENT, FEES, AND CORPORATE APPLICANT	SAME AS DEALER'S REQUIREMENTS

INFORMATION & MAINTENANCE OF LICENSE

BOARD REVIEW	After submission of a complete self-inspection report, the preliminary approval to operate may be granted, subject to ratification by the board at its next regular meeting, usually held each month.
BIENNIAL RENEWAL	All licenses, regardless of issue date, are subject to renewal on or before June 30 of each EVEN-NUMBERED year. Notices of renewal are mailed approximately 6 weeks prior to the expiration date. If a notice is not received, contact the board's office.
BRANCH OFFICE	File a separate application for each branch office within each county.
CHANGES	Notify the board and file all appropriate applications when required, for all changes affecting the license such as business location, business name, branch office locations, franchises obtained/terminated and salesperson terminated.
LAWS & RULES	<p>To obtain a copy of the laws and rules of the Motor Vehicle Industry Licensing Board, send \$1.25 to: <i>Cashier, Commerce & Consumer Affairs, P.O. Box 541, Honolulu, HI 96809</i>. Price subject to change without notice. Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Law may be purchased separately for 75¢.</p> <p>The rules are posted on our website at: www.state.hi.us/dcca/pvl, then click on the specific board/program. The laws will be posted during the fall of 2001.</p>
ABANDONMENT OF APPLICATION	You must submit all required documents and information within two years from the last date documents or information were requested or it will be considered abandoned and the Board may destroy it.

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

APPLICATION FOR LICENSE-MOTOR VEHICLE DEALER or AUCTION

Read the "Requirements for License" before completing this form.

Check type of license applying for:

- | | |
|---|---|
| <input type="checkbox"/> New Vehicles - Honolulu | <input type="checkbox"/> Used Vehicles (includes new motorcycle-scooter) - Neighbor Islands |
| <input type="checkbox"/> New Vehicles - Neighbor Islands | <input type="checkbox"/> Motorcycle-Scooter Only - Honolulu |
| <input type="checkbox"/> Used Vehicles Only - Honolulu | <input type="checkbox"/> Motorcycle-Scooter Only - Neighbor Islands. |
| <input type="checkbox"/> Used Vehicles Only - Neighbor Islands | <input type="checkbox"/> Auction - All Counties |
| <input type="checkbox"/> Used Vehicles (includes new motorcycle-scooter) - Honolulu | |

Name of Applicant (Give name of corporation, partnership, individual, LLC or LLP First-Middle-LAST):

Trade Name (if any used):

Principal Business Location (street address, city, state and zip code):

Mailing Address (ONLY if different from above)

Check the type of BUSINESS ENTITY:

- ☐ Individual (sole owner)
☐ Corporation ☐ Partnership
☐ Limited Liability Company
☐ Limited Liability Partnership

Check only one county where business will be:

- ☐ Honolulu ☐ Maui
☐ Hawaii ☐ Kauai

New Dealer Only-(check one):

- ☐ Own repair facilities RD # _____ ☐ To be done by garage RD # _____

New Vehicle Dealer only: FRANCHISES	List Make(s)	Have you attached copy of supporting document?		List Make(s)	Have you attached copy of supporting document?	
		YES	NO		YES	NO
		YES	NO		YES	NO
		YES	NO		YES	NO

Circle or underline answers. **Give details on separate sheet when required.**

- Was this location previously occupied by a new or used car dealership? YES NO
If yes, name of previous dealership _____
- Has applicant, officers, partners, managers or members of the entity previously applied for a license to deal in motor vehicles? YES NO
If yes, where? _____
If yes, give date and result of such application: _____
- Has applicant and/or partners, and/or officers, and/or directors, and/or managers, and/or members of the entity ever been guilty of a fraudulent act in connection with selling or dealing in motor vehicles? YES NO
- Has applicant and/or partners, and/or officers, and/or directors, and/or managers, and/or members of the entity ever had a license suspended, revoked or otherwise subject to disciplinary action? YES NO
Are there any disciplinary actions pending? YES NO
- Has applicant and/or partners and/or officers and/or directors and/or managers and/or members of the entity during the past 20 years ever been convicted of a crime in which a jail sentence was imposed and where there has not been any order annulling or expunging the sentence? YES NO
(If response is "yes" to questions 3,4, or 5 explain on a separate sheet.)
- ENTITY APPLICANT ONLY:** a) Is the entity currently registered as a corporation, partnership, LLC, or LLP with the Business Registration Division, Commerce & Consumer Affairs? YES NO
b) Give date registered
c) Is the entity solvent? YES NO

MOVE Dealer/Auction:

Appl..... 366 \$ 50
 Lic 368 \$375/\$150/\$187.50/\$75/\$300
 1/2 Renewal 330 \$375/\$150/\$187.50/\$75/\$300

CRF 367 \$55/\$110
 Service Fee BCF \$15

	Name	Residence Address (include apt. no., city, state and zip code)	Phone Number	Social Security No.	
CORPORATION, PARTNERSHIP, LLC or LLP	President, Partner, Manager or Member				
	Vice-President, Partner, Manager or Member				
	Secretary, Partner, Manager or Member				
	Treasurer, Partner, Manager or Member				
SALESPERSONS TO BE EMPLOYED	Name	License No.	Residence Address (include apt. no., city, state and zip code)	Social Security No.	
EMPLOYMENT HISTORY (Individual)	Dates (mo/yr)		Name & Address of Employer	Occupation or Title	Reason for Leaving
	From	To			

AFFIDAVIT OF APPLICANT (read carefully before signing):

I/we, do solemnly swear that the statements contained in this application and all documents attached are true and correct; that I/we, as an individual/an officer/a partner/a manager/a member, have authority to sign this application and to make the statements contained herein.

I/we, further swear that there are no other individuals engaged in the selling, displaying, offering for sale, or dealing in motor vehicles other than those listed as "Salespersons to be Employed."

Date

Print Name

Signature_____

Title_____

Date

Print Name

Signature_____

Title_____

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000, to submit your request.

MOTOR VEHICLE INDUSTRY LICENSING BOARD

State of Hawaii
1010 Richards Street - P.O. Box 3469
Honolulu, Hawaii 96801
Access this form via website at: www.state.hi.us/dcca/pvl

BOND

KNOW ALL MEN BY THESE PRESENTS:

BOND NO. _____

BOND EXPIRATION DATE _____

THAT WE, _____

Motor Vehicle Industry Board License Number _____, of the County of _____,
(If license has not been issued yet, write in "pending")

State of Hawaii, as Principal, and _____
as Surety, are held and firmly bound unto the Treasurer (County) and the Motor Vehicle Industry Licensing Board, State of Hawaii, as
Obligees, in the penal sum of _____ good and lawful money of the United States of
America, for the payment of which to the Obligees, well and truly to be made, we do hereby bind ourselves, our heirs, executors,
administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE AS FOLLOWS:

THAT, WHEREAS, the above bounden Principal has been granted a license, under the provisions of Chapter 437, Hawaii Revised
Statutes, as amended, to conduct and engage in the business of selling at retail or wholesale or negotiating for the purchase of motor
vehicles in the County of _____, State of Hawaii.

NOW, THEREFORE, if the Principal shall faithfully and truly comply with the said provisions of
Chapter 437, Hawaii Revised Statutes, as amended, as the same now is or may hereafter be amended and with such valid regulations as
may be promulgated by the Board pursuant to the said provisions of Chapter 437, Hawaii Revised Statutes, as amended, and shall not be
guilty of fraud in connection with the selling, purchasing, negotiating for the purchase of or otherwise dealing with motor vehicles or any other
property related thereto, shall satisfy all judgments rendered against him based in whole or in part upon any representation or warranties
made in connection with any retail sale or negotiation for the purchase of a motor vehicle, and shall protect the Treasurer (County) and any
purchaser of any vehicle or any person acquiring any lien thereon or successor in interest of any said person against any loss on account of
any (1) defect in or undisclosed encumbrance upon the title of any motor vehicle registered by the Treasurer (County) in reliance upon any
certificate, affidavit, or other representation of the Principal, or (2) registration or transfer of registration procured by the Principal, then this
obligation shall be void; otherwise, this obligation shall be and remain in full force and effect.

AND, as provided in Chapter 437, Hawaii Revised Statutes and Section 16-86-12, Hawaii Administrative Rules, as amended, the
Board, Director of Commerce and Consumer Affairs, or the Treasurer (County), or any person who has been or claims to have been injured
by the breach of the above-mentioned conditions shall have a right of action to recover on this bond, plus a reasonable attorney's fee, to be
allowed by the court, incurred to procure the recovery under this bond, but the aggregate liability of the Surety to all such persons shall in no
event exceed the amount of this bond.

AND, the Surety, herein named, may cancel this bond and be relieved of any further liability hereunder by giving thirty (30) days
notice in writing of its desire to do so to the Obligees, the Principal, and if the Principal is licensed as a salesperson or broker's agent, to his
employer.

IN WITNESS WHEREOF, we, the Principal and the Surety, have hereunto set our hands and seals this _____
day of _____, A. D. 20_____.

Principal

Surety

By _____

**ACKNOWLEDGEMENT
(PARTNERSHIP OR INDIVIDUAL)**

STATE OF HAWAII
City and County of _____ } ss.

On this _____ day of _____, 20 _____, before me personally came _____, to me known, and known to me to be the person(s) whose name(s) are subscribed to the above instrument, and acknowledged to me that _____ executed same.

NOTARIAL
SEAL

Notary Public State of _____
My Commission expires _____

**ACKNOWLEDGEMENT
(ENTITY)**

STATE OF HAWAII
City and County of _____ } ss.

On this _____ day of _____, 20 _____, before me personally came _____, to me known, who, being duly sworn, did depose and say: That he resides in _____; that he is _____ of the entity described in and which executed the above instrument; and acknowledged to me that _____ executed same.

NOTARIAL
SEAL

Notary Public State of _____
My Commission expires _____

**ACKNOWLEDGEMENT
(SURETY)**

STATE OF HAWAII
City and County of _____ } ss.

On this _____ day of _____, 20 _____, before me personally came _____ known to me to be attorney-in-fact for _____, and known to me to be the person whose name is subscribed to the above instrument, and acknowledged to me that _____ executed same.

NOTARIAL
SEAL

Notary Public State of _____
My Commission expires _____